



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Louis J. Andrew, Jr., Treasurer
Citizens for Tom Petri
P.O. Box 270
Fond Du Lac, WI 54935

Identification Number: C00107003 OCT 26 2001

Reference: Mid-Year Report (1/1/01-6/30/01)

Dear Mr. Andrew:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report was electronically filed on an old version of FECFile software or the commercial vendor equivalent. The old version does not incorporate recent regulatory changes to include election cycle to date reporting requirements. FECFile, Version 4 or the commercial vendor equivalent, must be used on all future reports submitted by your committee. FEC File, Version 4 can be downloaded from the FEC web site at <http://www.fec.gov>. (11 CFR §104.2)

-For future reports, please be advised that contributions to other committees or charitable organizations are not operating expenditures. These amounts should be disclosed on Line 21 of the Detailed Summary Page information and itemized on a separate Schedule B. (11 CFR §104.3(b)(2))

-Your report indicates the use of calendar year-to-date figures when aggregating and reporting receipts and disbursements. Please be reminded that candidate committees are required to aggregate and report their receipts and disbursements on an election-cycle basis rather than on a calendar-year basis. Beginning with your next report, please ensure that election cycle-to-date figures are used when reporting aggregate amounts. (2 U.S.C. §434(b))